

CONFIDENTIAL

13 July 1971

1. In the DDS there are 2 microfilm systems established and operating in the last six (6) months that have permitted the disposal of _____ cu. ft.

	<u>In Office</u>	<u>Records Center</u>	<u>Annual Growth</u>
Agency Regulation File		188-52	5 -
CTP Personnel	11		4

2. There are 23 microfilm systems being tested and developed that are to accommodate _____ cu. ft. of existing records that will be destroyed. This system will convert an annual take of _____ cu. ft. of hard copy to microfilm.

<u>File</u>	<u>In Office</u>	<u>In Records Center</u>	<u>Annual Growth</u>
Original Vouchers	750	2051	300
Station Accounting - 47	90	7507	450
Obligation Status	36	84	12
Transaction Register	18	42	6
Voucher Register	18	42	6
General Ledger Accounting	18	96	6
Gen. Ledger Acct. 1441-2	18	0	3
Listing for Counter Checks	$\frac{1}{4}$	10	$\frac{1}{2}$
Counter Checks	1	$23\frac{1}{2}$	$\frac{1}{2}$
Indiv. Earning Records		136	
IER FY-60 to date	6	63	6
T&A	9	177	35
DSR's	3	33	18
Application For Leave (SF-71)	$\frac{1}{2}$	11	$\frac{1}{2}$
Accountable Crypto Records	22		4
OS Correspondence File	20	90	15
Share & Loan Ledger	40		
OL Subject	9	77	3
Delegation of Authority	3		$\frac{1}{2}$
Index to Correspondence	6	6	4
Cable Logs	3		3
Dispatch	3	6	2
Course Files	6	28	3

3. There are 4 files that will be COM applications in the near future.

Lists Leave Records	6	92	13
Original Payroll Vouchers	2	70	10
Pay this Period	13	97	13
Normal Pay Master	21	135	21

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